

IN HOUSE

HAZARD	CONTROL
People being together on premises	Consider limiting number of rooms let/party groups Practise social distancing where possible and considering others.
PRE-ARRIVAL	Guests to be sent email explaining how we shall ensure they have a safe and enjoyable stay. See separate sheet.
ARRIVAL	Stagger arrival times. MCW or AMW there to Meet and Greet to <ol style="list-style-type: none">1. ensure hand gel used before entering building2. wipe handles of luggage3. request that they use hand gel every time entering premises4. Show dining room hand gel5. Show bottom of stairs hand gel6. Show room hand gel7. To pre-order breakfast by emailing /messaging /phoning down to us before 2100hrs.
TEA/COFFEE on ARRIVAL	Seated in Bar, sitting room or in the Garden
BAR AREA	Practise social distancing – if necessary put people in to sitting room. When they leave spray seats and remove glasses to dishwasher asap.
DINING ROOM AREA	Hand gel before entering room. Shown table. BREAKFAST: depending on numbers. 2 sittings – 0730hrs-0845hrs and 0900-1000hrs

	<p>EVENING MEALS: depending on numbers.</p> <p>2 sittings – 1830hrs-1930hrs and 1945-2130hrs</p>
BREAKFAST SERVICE: NO SELF SERVICE	<p>Hot tea/coffee/toast pre-ordered</p> <p>MCW to assist with cereal, yogs etc from breakfast bar. Extra jams/marmite</p> <p>On table</p> <p>butter/Flora – pre packed</p> <p>Small amount marmalade – ask for more!!</p> <p>Condiments. Milk for cereal/tea/coffee</p> <p>CLEAR AWAY before 2nd sitting.</p> <p>CLEAN table cloths. Disinfect seats and table.</p> <p>RELAY tables – disinfecting condiments, mats etc.</p>
DINNER SERVICE: SERVICE AS USUAL	<p>CLEAR AWAY tables before 2nd sitting.</p> <p>ENSURE disinfected condiments, mats, chairs etc</p>
CLOAK ROOM	<p>Request that people preferably use their own bathroom</p> <p>IF NOT ABLE TO DO SO: please use hand gel and disinfectant wipes on anything they touch before leaving</p> <p>placing used wipes in bin provided.</p>
HALL WAYS/ RECEPTION/BAR AREAS/DOORS	<p>All surfaces to be wiped over as often as possible</p>